

KSA WORKSHEET

CLASS: Accounting Technician

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Basic mathematical concepts and principles, including addition, subtraction, multiplication, division, fractions, percentages, and profit and loss, necessary to perform auditing and processing of accounting documents.
K2	Basic principles and practices of financial record keeping to maintain (check and balance) accounting records.
K3	Basic principles of accounting (i.e. debit and credit) in order to post and correct accounting transactions.
K4	Basic computer software (i.e. Microsoft Word, Microsoft Excel, Microsoft Access) to prepare accounting documents
K5	
K6	
K7	

CLASS: Accounting Technician

#	Knowledge, Skill, Ability
	Ability to:
A1	Read and understand written directions.
A2	Make arithmetical computations rapidly and accurately.
A3	Apply rules and regulations in processing accounting documents.
A4	Analyze data and draw logical conclusions in processing accounting documents.
A5	Act as a leadperson and to give instructions effectively and professionally.
A6	Audit numerical data to identify discrepancies.
A7	Interpret contracts to accurately apply terms and conditions.
A8	Count and disburse currency accurately in order to maintain a balanced petty cash fund.
A9	
A10	

CLASS: Accounting Technician

#	Knowledge, Skill, Ability
	Skill in:
S1	Recording numerical data by transferring and logging accounting information.
S2	Mathematics sufficient to total and balance fiscal transactions.
S3	Operating adding machines to total and balance accounting records and to compute discounts, penalties, or taxes.
S4	Using word processing equipment to prepare correspondence and other job-related documents.
S5	Compiling and combining data from a variety of sources to produce reports and documents.
S6	Oral and written communications to provide information or explain policies and procedures.
S7	Interpersonal relations to communicate in a professional manner.
S8	
S9	
S12	